

CBFT, Inc Job Description for volunteer Administrative Assistant

The position has overall responsibility for:

A wide range of clerical/administrative duties designed to keep the day-to-day business of CBFT and its programs running smoothly.

The person reports to:

The President/CEO and is a volunteer staff position..

Other benefits are complimentary tickets to plays.

It is anticipated that the successful applicant would spend 2-5 hours per week on the role.

Responsibilities are:

- Clerical work
- Filing
- Checking voicemail and returning phone calls
- Other duties as assigned

Some of the skills / qualifications required are:

- Extremely reliable
- Able to follow directions
- Self-motivated
- Articulate
- Have excellent communication skills
- Punctual
- Very flexible and able to work alone as well as with others

I agree to perform within the parameters of this job description or future adaptations as they may be revised while performing this specific role. I understand that this is not a contract of employment. I am responsible for any of my personal items and agree to hold harmless CBFT and / or its assigns in the event of loss or destruction of personal items brought to or left on the premises.

Signature: _____

Date: _____

Who we are

Chesapeake Bay Floating Theatre, Inc recreates the experience of the James Adams Floating Theatre, a barge that traversed the Chesapeake Bay in the early 1900's. Headquartered in the Indian Head Center for the Arts, in Indian Head, Maryland, the not-for-profit corporation produces professional live theatre, music, dance, readings, gallery showings, and other artistic endeavours, leading the way for revitalization of this rural Southern Maryland community. Through its outreach programming such as, theater labs, apprenticeship programs and community centered performances, Chesapeake Bay Floating Theatre, Inc, maintain it's close connection to the local community.

PO Box 1098, Indian Head, MD 20640, 301-743-3040 Email info@floatingtheatre.org

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Tasks:

Respond to voicemail daily.

Tell people to call 800-494-8497 for reservations,

ask for emails to register for e-news,

ask volunteers to fill out form and fax or email in

Know our web site so you can use it as a resource

Open mail and sort – know what is trash

Put bills in folder to pay.

File reference materials

Call Pres if there is something important

Filing - Light filing

Copy work - make copies at Staples if a large quantity

Mailing – quarterly mailers to patrons